



## New Vista Career Academy “Safety protocols”

### **Procedures and Guidelines**

*Subject to change as updated health guidelines are released*

These guidelines will be revised and updated when new data and health guidance from our state and local health agencies emerge. The novel coronavirus, COVID-19, is a highly infectious, life-threatening disease declared by the World Health Organization to be a global pandemic. For more information on COVID-19, visit the websites of the Centers for Disease Control and Prevention (<https://www.cdc.gov/coronavirus/2019-ncov/index.html>) or the California Department of Public Health (<https://covid19.ca.gov/>). New Vista School has implemented safety guidelines and precautions in order to mitigate the spread of COVID-19. Please review the following guidelines to help ensure we are doing all that we can do to keep our community safe and healthy.

There will be many requirements for parents, staff, and participants. We will do our best to minimize inconveniences during this challenging time. As this is a dynamic situation, there may be additional changes as we move forward. We will err on the side of caution for the best protection of all students. We very much appreciate your flexibility and support.

Federal, State, County, and City authorities have set forth guidelines for policies, procedures, and practices to be implemented in efforts to mitigate and slow the spread of the novel virus which causes COVID-19. This severe respiratory disease that can be fatal, especially in vulnerable populations. In response, New Vista School will adhere to the policies described below as we are committed to providing essential care for our students.

#### **Face Masks:**

Participants’ and staff will be required to use a cloth face mask during their time on campus, or while off campus at an indoor venue. Face masks need to be provided by parents.

#### **Office Cleanliness:**

We will wipe down open areas such as, doors, floors, hand railings, and all other public areas throughout the day. Staff and participants will assist in wiping down desks and equipment that has been handled.

#### **Office Visitation:**

- Parents and other visitors should schedule office appointments with the program Director: Marcos Villa: [mvilla@newvistaschool.org](mailto:mvilla@newvistaschool.org)
- If you have an emergency question, we can meet you at the front entry.
- Maintaining a protective environment is critical.
- Mail and other deliveries will be done outside the office door.



### **At Home:**

- **Check your Student!** Please complete health and temperature checks at home. Do not send a participant to school who appears to have a fever or is ill. The participant will be sent home and may require a doctor's note to return.
- Please ensure your participant is healthy, showered, and ready for school.
- Please provide a cloth face mask for your student, as well as one back up for them to keep in their locker. A KN95 or N95 mask is recommended. A cloth facial covering or surgical mask may be used if preferred.
- Be sure your student understands social distancing, appropriate handwashing, and the safety protocols. Social distancing is recommended at 3 feet.
- Parents/Guardians/participants should refer to the [Symptom Decision Tree](#) for assistance on Covid symptoms and appropriate protocols.
- Take your temperature before arriving at the program. Temperature should be 100.4 or lower.
- Help us keep the program safe!

### **Daily Health Screening**

- Each morning, staff will complete a daily health checklist, including daily temperature.
- Staff will be permitted access to campus if they have a temperature that is less than 100.4 degrees and if they confirm they are negative for COVID-19 symptoms within the last 24 hours including shortness of breath and coughing.
- Each morning, **prior to exiting their transportation**, New Vista Staff will take the student's temperature and request the daily health screening form.
- Students will be granted access to campus if they have a temperature that is less than 100.4 degrees and if they confirm they are negative for COVID-19 symptoms within the last 24 hours including shortness of breath and coughing.

### **Arriving at the office:**

- The preferred drop off location is by the side door, closest to the street.
- Participants are required to wear a face mask during drop off.
- Staff is required to wear a face mask during drop off.
- Students will be required to perform a non-contact infrared thermometer check.
- Temperatures above 100.4 require a student to stay home for 24 hours. The student may return to campus as long as the fever has returned to normal without the use of fever reducing medication and no other symptoms are noted.
- If fever/symptoms persist, the student must be symptom free for 3 days and will require a doctor's note to return to campus.
- If additional symptoms are noted, you may be recommended to schedule a Covid-19 test.
- Students are required to wear a face mask during drop off.
- Staff is required to wear a face mask during morning drop off.



- If the participant arrives by private transportation and needs to be sent home, they will be placed in a protected area until a parent or guardian can pick them up. Please ensure someone is available for pick-up within one hour.

### **Pick Up:**

- Students and staff are required to wear a face mask during pick-up.

### **Covid Exposure at the office or in the community:**

- If there a Covid exposure at the office or at a community partner, any vaccinated individual identified as a “Close Contact” will not need to self-quarantine. Non vaccinated individuals will be required to self-quarantine for 14 days. Virtually learning will be temporarily available for affected participants.

### **Physical Distancing and Face Coverings**

- Students will remain at desks with face masks on.
- Students will not be permitted to walk around the office space unless directed to do so by the job coach and with a face mask on.
- Face masks on students are encouraged but not required when appropriate distancing is possible, such as eating lunch outside.
- When moving throughout the office (and possibly some community partners), participants are required to wear face masks. (**Please have two face masks available per day**). Participants will be prompted to wear a face mask when necessary or prudent.
- Participants’ will be provided “mask breaks” when able to sit more than 3 feet apart.
- Job coaches will wear a face mask in the classroom when physical distancing is not possible and when moving about campus.
- Job coaches and instructional staff are permitted to remove their face covering when they are instructing if physical distancing (3 feet) is being practiced.

### **Restrooms**

- Only two participants per restroom will be allowed at one time.
- Participants must receive permission from staff before leaving the office.
- Appropriate handwashing protocols will be enforced regularly.

### **Hygiene**

- Participants will be prompted to use the sinks in the restroom for handwashing. Hand sanitizer will also be available throughout the office.
- New Vista Career Academy Staff will continue to ensure the development of healthy hygiene habits including, avoiding handshaking or other ‘touch’ greetings, such as fist-pumps & high-fives, avoiding face touching, and ensuring proper handwashing practices.



- Staff will explain to participants why it's not healthy to share drinks or food, particularly when sick.
- Participants will be instructed to wash hands with soap and water for at least 20 seconds. This will include before and after eating, after coughing/sneezing, after playing outside, and before & after using the restroom.
- Participants will be reminded to use tissues to wipe their nose, and to cough into their arm or elbow as needed.

### **Daily Health Screening**

- Staff will be requested to perform temperature checks at home. Staff will be permitted access to campus if they have a temperature that is less than 100.4 degrees and if they confirm they are negative for COVID-19 symptoms within the last 24 hours including shortness of breath and coughing.
- Participants will be requested to perform temperature checks at home. Participants will be granted access to campus if they have a temperature that is less than 100.4 degrees and if they confirm they are negative for COVID-19 symptoms within the last 24 hours including shortness of breath and coughing.

**Social Distancing:** Social Distancing recommendations have been adjusted from 6 feet to 3 feet.

### **Nutrition Break and Lunch**

- We highly encourage students to use disposable bags for snacks and lunch.
- Tables used for snacks and/or lunch will be cleaned after each use.
- We encourage participants to bring personal, clearly marked water bottles that can be wiped clean during the day.

### **Supplies and Personal Items**

- Participants are permitted to bring a small bag or backpack for personal supplies.

### **Positive Cases/Employees or Participants Showing COVID-19 Symptoms:**

- If anyone has a temperature of 100.4°F/38°C or higher, they must be excluded from the facility.
- If an employee exhibits signs of COVID-19 illness, they will be directed to go home or to a medical facility by the administration.
- If a child exhibits signs of COVID-19 illness while in the office or in the community, they will be required to wear a face covering and isolated in a room separate from other individuals. The adult/s designated for pick up will be immediately contacted and directed to pick up the participant.



- Participants/Staff should stay home per CDC guidelines if they are sick, if they were exposed to someone with COVID-19, or if they have been in close contact with anyone under investigation of having COVID-19 for 14 days after last exposure.
- Employees and families should self-report to the school if they have symptoms of COVID-19, a positive test for COVID-19, or were exposed to someone with COVID-19 within the last 14 days.
- Local health officials will be notified immediately if there is a positive COVID-19 case. The Academy will follow their guidance in determining the next steps, including notification of employees and families, and campus protocols.
  - Exposed staff and families will be notified while maintaining confidentiality.
- To reduce the risk of exposure, any area used by an individual who is positive for COVID-19 will be closed off immediately, cleaned, and disinfected.
- **Any vaccinated staff or students who have been identified as a close contact will not be required to self-quarantine for 14 days.**

#### Contact Tracing Procedures:

- In the event a participant or staff member is found to test positive for COVID-19, all individuals known to have been in proximity with that individual for the two days prior to the onset of fever will be informed that they have been exposed to COVID-19 and will be advised to quarantine themselves for 14 days and seek medical advice. (Unless they have been vaccinated for two weeks prior to the exposure)
- Individuals who had contact with a known case should monitor their temperature and symptoms twice a day during quarantine as symptoms may present anywhere from 3 to 14 days post-contact.
- Parents of children who test positive for COVID-19 should also monitor young children for symptoms of a pediatric Multisystem Inflammatory Syndrome (MIS) including abdominal pain, nausea/vomiting, diarrhea, rash, blisters, pink eye or conjunctivitis, enlarged lymph nodes in the neck, red or cracked lips, red or swollen hands or feet. In the event these symptoms are present for more than 4 days in a child with a known case of COVID-19, emergency medical services are indicated.
- All developments of illness will be regularly communicated with local authorities, employees, and all families regarding cases, exposures, and updates to policies and procedures. New Vista Career Academy will monitor daily county and city public health updates on cases and transmission of COVID-19 in Orange County and the City of Laguna Hills. New Vista Career Academy will seek consultation if there is an increase in cases in the City of Laguna Hills or the immediate surrounding cities.
- New Vista Career Academy is required to report positive COVID-19 test results to Cal/OSHA within 8 hours.



### **Returning to the program**

- Individuals found to be positive for COVID-19 may not return to the facility for a minimum of 14 days **and** until the individual has been without symptoms for 72 hours without the administration of fever-reducing medicines. Individuals who have had contact with an individual found to be positive for COVID-19, who remain asymptomatic for 14 days after their last known exposure to the virus, may return to the site on day 14 post-exposure.
- Additional areas of the school visited by the COVID-19-positive individual may also need to be closed temporarily for cleaning and disinfection.

### **Environment and Cleaning Procedures**

#### **Facilities**

- Faculty and participants will thoroughly wipe down, with soap and water or approved cleansers, all desks (teacher and student), and other surfaces multiple times during the program day and before leaving each day.
- Office doors will remain open for increased ventilation if possible without disrupting learning.

#### **Handwashing / Hand Sanitizing Stations**

- Wall-mounted hand sanitizer units are available throughout campus.
- Hand Sanitizer bottles are available for participant and staff use.

#### **Transportation**

- Participants will be required to use their face mask while traveling in a program van.
- Social distancing will be compromised.

#### **Distance Learning**

- participants' who have been exposed or infected are required to self-quarantine at home, and will have the option of continuing to attend classroom instruction via Distance Learning for a limited time. Community outings will not have virtual learning capabilities.
- Participants will be able to access their classes via Google Meet /Google Hangouts, or in special circumstances, Zoom.

#### **Face Masks:**

- Participants and staff will be required to wear face masks.
- Face masks should be provided by participants. Please provide a back-up mask.
- A KN95 or N95 mask is recommended. A cloth facial covering or surgical mask may be used if preferred.